

**City of Plainfield**  
**Shade Tree Commission**  
**Minutes of Regular Meeting of September 26, 2018 - 7:30 pm**  
**Plainfield City Hall, 515 Watchung Ave., Second Floor Conference Room**  
**Plainfield, New Jersey 07060**

**Regular Monthly Meeting:**

**Standing Agenda:**

**Call to Order and Roll Call:** The meeting was called to order at 7:33 p.m. Present were Mary Burgwinkle, Vanessa Doman, Barbara Spellmeyer, Holly Hoffman and April Stefel, Liaison to Shade Tree Commission from Planning Division. Ron Johnson arrived after roll call. Oscar Riba was excused.

**Open Public Meeting Act:** Publication was handled by the Planning Division.

**Minutes of August 22, 2018 Meeting:** Minutes were unanimously approved.

**CEU Count and Review:** Ms. Burgwinkle reminded the Commissioners that when a certificate is received from the USDA, it must be emailed to [Shannon.hart@dep.nj.gov](mailto:Shannon.hart@dep.nj.gov) as STC CEUs are given by the NJ Urban and Community Forestry group at DEP in NJ. If the Certificate has not been received in four weeks, email [jilljohnson@fs.fed.us](mailto:jilljohnson@fs.fed.us) to ask for status. As of this meeting, STC has 17 CEUs for the year, not including the USDA seminars attended with certificates outstanding. Ms. Doman and Ms. Spellmeyer will earn more CEUs for attendance at the NJ Shade Tree Federation conference. STC's yearly requirement is 8 CEUs, so we are doing very well in being over compliant, and earning most of the CEUs for no cost.

**Budget uses this month:** None, with NJ Shade Tree Federation Conference and trimming estimates coming up later in the year.

**Business Agenda:**

**Greening of Union County:** Ms. Burgwinkle presented the final list of 30 planting locations for this fall's Greening of Union County planting. In addition, she reported tree requests from citizens at 734 Berkeley Avenue, and reports of dead trees at 966 Hillside Avenue and 728 E. Seventh.

**Removal/Replacement of 2016 Road Improvement Trees:** Ms. Burgwinkle reminded the Commissioners that the dead trees removed in August will be replaced in November at a time to be scheduled and that Commissioner volunteers will need to monitor the process.

**New Jersey Shade Tree Federation Conference:** The 93<sup>rd</sup> NJSTF conference will be held on 10/18 and 10/19/2018 at the Crowne Plaza in Cherry Hill. Ms. Spellmeyer and Ms. Doman plan to attend; Ms. Stefel is handling the registration. STC's convention registration budget will easily cover this expense.

**Other Business:** During early October, Ms. Burgwinkle plans to get estimates for professional tree trimming as STC planned for this fall.

**TD Bank Grant:** Downtown Plainfield Alliance successful procured a grant from TD Bank to plant 70 to 80 trees in downtown Plainfield locations. This was due to the efforts of Commissioner Ron Johnson, who will hold an announcement ceremony at Grace Episcopal Church on 10/19/2018. Ms. Burgwinkle made a motion that STC approve the grant and actions of Mr. Johnson and plantings as the result of this grant. Ms. Doman seconded. The motion passed unanimously.

The meeting was adjourned at 8:28 pm.

The next meeting is scheduled for October 24, 2018 at 7:30 pm.